



## Volunteering Opportunity Registration Form

The information you provide on this form will be used by us to match volunteers for this opportunity. It is important that the information you provide is as accurate as possible. You should try to make the opportunity sound interesting, appealing and worthwhile since this will help us a great deal in attracting volunteers. Due to pressure of work we are unable, in most cases, to make changes to the information you provide. We reserve the right to make changes to the information when it is entered into our database. Incomplete or poorly completed forms may be returned to you.

It is in your interest to make this opportunity sound interesting enough to attract volunteers to become involved.

Organisation details are registered with us on a separate form.

When you have completed this form please return it to:

Involve, The Courthouse, Broadway, Town Square, Bracknell, RG12 1AE

Tel: 01344 304404 or email [reception@involve.community](mailto:reception@involve.community)

<b>Organisation name</b>			
<b>Opportunity title</b> <i>Please provide a <b>short</b> and appealing title for this opportunity</i>			
<b>Are you a registered charity?</b> <b>Charity number:</b>			
<b>Contact name</b>			
<b>Main telephone</b>			
<b>Email</b>			
<b>Website</b>			
<b>When Required</b> <i>(These are the dates between which the opportunity will be advertised on the website)</i>			
<b>Start date</b>		<b>End date</b>	

### Description of the Opportunity

*Please provide us with a description of the opportunity. You should make this interesting, appealing and keep it short. Please include a description of the work your organisation does, what the volunteer will be doing within the organisation, qualities required of volunteers, time & location of opportunity etc.*

Please select as many suitable categories for your opportunity as possible. These will be used by volunteers so that they can find your opportunity more easily:

<input checked="" type="checkbox"/> 18 and Under	<input type="checkbox"/> Gardening	<input type="checkbox"/> Own Computer
<input type="checkbox"/> Accountancy	<input type="checkbox"/> Giving Advice	<input type="checkbox"/> Receptionist
<input type="checkbox"/> Administration	<input type="checkbox"/> Health	<input type="checkbox"/> Requires References
<input type="checkbox"/> Befriending	<input type="checkbox"/> Indoor	<input type="checkbox"/> Signposting
<input type="checkbox"/> Child Contact	<input type="checkbox"/> Listening	<input type="checkbox"/> Sport
<input type="checkbox"/> Children	<input type="checkbox"/> Long term commitment	<input type="checkbox"/> Support work
<input type="checkbox"/> Conservation	<input type="checkbox"/> Managing People	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Counselling	<input type="checkbox"/> Mental health	<input type="checkbox"/> Telephone Skills
<input type="checkbox"/> DBS Check Provided	<input type="checkbox"/> Mentoring	<input type="checkbox"/> Treasurer
<input type="checkbox"/> Disability	<input type="checkbox"/> Minibus License Required	<input type="checkbox"/> Trusteeship
<input type="checkbox"/> Education	<input type="checkbox"/> Music	<input type="checkbox"/> University students
<input type="checkbox"/> Environment	<input type="checkbox"/> Older People	<input type="checkbox"/> Wildlife
<input type="checkbox"/> Events	<input type="checkbox"/> Outdoors	<input type="checkbox"/> Young people
<input type="checkbox"/> From Home	<input type="checkbox"/> Over 18	<input type="checkbox"/> Other:
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Own Car Required	_____

Where is the opportunity located?	
<b>Address</b>	
<b>Town</b>	
<b>Postcode</b>	
<b>Website Address</b>	
<b>Facebook Page Address/Link</b>	
<b>Twitter Page Address/Link</b>	
<b>Number of Volunteers</b>	
<b>Are you happy for us to advertise this opportunity on social media? YES/NO</b>	

To provide a service to you involve must process and hold information about you. For all the details relating to our services and your data you can access involve's privacy statement on our website, <http://www.involve.community/data> or request a copy from the involve office.

By ticking this box you agree the information you have provided is accurate and you agree for involve to process your data as per the information in the Privacy Statement

<b>Signed</b>		<b>Date</b>	
<b>Name</b>			
<b>Organisation</b>			